

ACCOUNTANT I (SPECIALIST)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: April 15 – 17, 2003

Collective Bargaining Identification: R01

Job Analysis Conducted By: Carol MacMillan, Personnel Examining Analyst,
Personnel Examining Section

Number of Incumbents: There are 55 incumbents in this classification
per Department of Corrections Filled/Vacant
Position Report dated March 31, 2003.

Names of the Subject Matter Expert(s) and their background:

Sandra Angulo, Accountant I (Specialist), Regional Accounting Office, El Centro
She is a current incumbent in the Accountant I (Specialist) class and has been in the class for five years and seven months.

Loretta Calderon, Senior Accounting Officer (Supervisor), Mule Creek State Prison
She was an Accountant I (Specialist) for a year and an Accountant I (Supervisor) for a year. She has supervised Accountant I (Specialists) for 13 years.

Janie Shawn, Accounting Officer (Specialist), Regional Accounting Office, Corcoran
She has worked with two Accountant I (Supervisors) and one Accountant I (Specialist) for a year and a half. Her work with the Accountant I (Supervisors) gave a different prospective than that of the other SME's who have not worked with Accountant I (Supervisors).

ACCOUNTANT I (SPECIALIST) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State specifications
- Past CDC job analysis

Other sources were viewed for information (e.g. State of Arizona specifications, State of New Hampshire specifications); however, the information repeated information already in the California spec and previous job analysis and therefore was not included.